

# Silver Falls School District 4J

Code: **GB-AR(2)**  
Adopted: 10/10/89-E  
Readopted: 9/8/97; 11/06

## Hiring Procedures - Internal

<u>Event</u>	<u>Responsible</u>
Vacancy reported Request for search	Supervisor to Human Resources Office
Job description/requirements reviewed	Director of Human Resources or designee
Vacancy announced internal (time stipulation at least seven calendar days for licensed staff)	District Office
Transfer(s) requested in writing	Teacher
Transfers maintained on manifest	Human Resources Office
Candidates w/ appropriate credentials for position contacted (after closing date)	Supervisor
Through Criminal Background Check	Human Resources Office and Willamette ESD
Preliminary interview	Supervisor and/or Interview Panel
Decision made	Supervisor and/or Interview Panel
A. Transfer request granted - notified in writing	Director of Human Resources
B. Candidate moves to regular hiring pool	Team
C. Transfer request denied - notified in writing	Director of Human Resources